

MADERA COUNTY

BUILDING CRAFTS AND MAINTENANCE WORKER I BUILDING CRAFTS AND MAINTENANCE WORKER II

DEFINITION

Under supervision (Building Crafts and Maintenance Worker I) or general supervision (Building Crafts and Maintenance Worker II), to perform skilled duties involved in the installation, remodeling, maintenance, and repair of County buildings and facilities; and to do related work as required.

SUPERVISION EXERCISED

Building Crafts and Maintenance Worker I

Exercises no supervision.

Building Crafts and Maintenance Worker II

May exercise technical and functional supervision to lower level staff.

DISTINGUISHING CHARACTERISTICS

Building Crafts and Maintenance Worker I--This is the entry level in the Building Crafts and Maintenance Worker class series. Positions at this level usually perform most of the duties required of the positions at the Building Crafts and Maintenance Worker II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building Crafts and Maintenance Worker II--This is the full journey level in the Building Crafts and Maintenance Worker class series. Positions at this level are distinguished from the Building Crafts and Maintenance Worker I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Building Crafts and Maintenance Worker II level are normally filled by advancement from the Building Crafts and Maintenance Worker I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Building Crafts and Maintenance Worker II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of installation, remodeling, maintenance, and repair work on County buildings, stationary equipment, and facilities; performs a variety of skilled and semiskilled construction, maintenance, and repair duties involving carpentry, painting, plumbing, welding, concrete and masonry, drywall and plaster, roofing, and electrical work; lays out work assignments, ensuring proper materials and supplies for required work; constructs and replaces furniture; replaces doors,

windows, locks, carpet, and tiles; assists with inspection of buildings and facilities for needed repairs; maintains proper work safety standards; completes and maintains a variety of records and reports.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Building Crafts and Maintenance Worker I

Knowledge of:

Basic principles and practices used in the maintenance, installation, and repair of building equipment.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Skill to:

Operate a motor vehicle safely.

Operate a variety of building trades tools and equipment.

Ability to:

Learn principles, practices, laws, codes, methods, tools, and materials used in building construction, maintenance, and repair.

Learn estimation techniques.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of work experience in the construction, maintenance, and repair of buildings and related equipment and facilities.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by specialized training in building maintenance and construction.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, stoop, squat, twist, and lift 100 lbs.; exposure to cold, heat, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Building Crafts and Maintenance Worker II

In addition to the qualifications for a Building Crafts and Maintenance Worker I:

Knowledge of:

Principles, practices, methods, tools, and materials used in skilled building construction, maintenance, and repair.
Estimation techniques.

Skill to:

Skillfully operate a variety of building trades tools and equipment.

Ability to:

Perform the full range of skilled and semiskilled building trades work independently.
Estimate necessary supplies and materials needed.
Perform inspections, identifying maintenance and repair needs.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible skilled work experience in the construction, maintenance, and repair of buildings and related equipment and facilities comparable to that of a Building Crafts and Maintenance Worker I with Madera County.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by specialized training in building maintenance and construction.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, stoop, squat, twist, and lift 100 lbs.; exposure to cold, heat, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995